

SECRET

19 January 1967

Mr. Richardson:

The promised mnemonic for your staff meeting:

1. Proposal was made in November to introduce intelligence briefings into the CT training program on a regular and continuing basis. See attached memorandum.
2. Two such presentations were tried on a trial-run basis while the October 1966 CT class was in the OFC; reaction is that idea is sound; OCI has agreed to provide the briefings.
3. Individual faculties will need to work the briefings into their schedules for the new CT cycle starting the end of February.
4. Re scheduling:
 - a. Approximately one hour would seem desirable (45-minute briefing, 15-minute question period); if class/break pattern calls for 50-minute sessions, allow 35/40 minutes for the briefing, 10/15 minutes for questions.
 - b. Schedule in morning preferably; while CTs are at Glebe, time could be at or near opening of business, or at any time in morning; while CTs are [REDACTED] schedule so that OCI briefing officer can [REDACTED]
 - c. The same day each week would be desirable; Friday is the suggested day; but there is some flexibility on this.
 - d. While CT class is at Glebe and scheduled in two groups at different courses, schedule together in one (though crowded) room if possible so only one presentation will be necessary.
 - e. Since initial two-week Orientation includes some area presentations, suggest that first of the current intelligence briefings be at the end of the two-week Orientation to Intelligence.
5. [REDACTED] is on extension [REDACTED]

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CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP				
TO	NAME AND ADDRESS	DATE	INITIALS	
1	DDTR	20 Jan	AR	
2				
3	DTR	24 Jan	gr	
4				
5			HTC	
6				
<input type="checkbox"/>	ACTION	<input type="checkbox"/>	DIRECT REPLY	<input type="checkbox"/>
<input type="checkbox"/>	APPROVAL	<input type="checkbox"/>	DISPATCH	<input type="checkbox"/>
<input type="checkbox"/>	COMMENT	<input type="checkbox"/>	FILE	<input type="checkbox"/>
<input type="checkbox"/>	CONCURRENCE	<input checked="" type="checkbox"/>	INFORMATION	<input type="checkbox"/>
<input type="checkbox"/> PREPARE REPLY				
<input type="checkbox"/> RECOMMENDATION				
<input type="checkbox"/> RETURN				
<input type="checkbox"/> SIGNATURE				
Remarks:				
25X1A	[redacted] recommends that the OCI			
25X1A	briefings continue through the OFC and OC			
25X1A	courses [redacted] and that they <u>not</u> be given in			
25X1A	the IPC and the Support Services course. 25X1A			
25X1A	I shall coordinate this [redacted]			
25X1A	so only [redacted] needs to be informed.			
FOLD HERE TO RETURN TO SENDER				
FROM: NAME, ADDRESS AND PHONE NO.				DATE
Chief, Intelligence School				20 Jan 67
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